

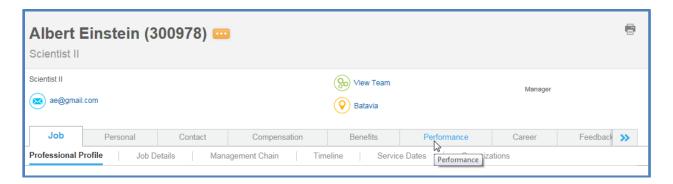
FermiWorks

Print Approved Goals 03.08.2015

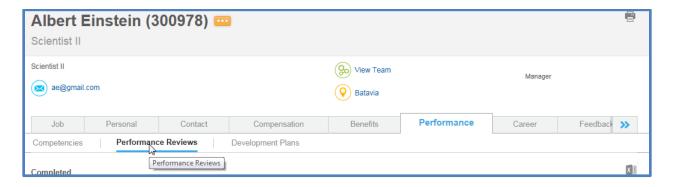
- 1. Click your name in the upper right of the FermiWorks window.
- 2. Click View Profile.



3. Click Performance.



4. Click Performance Reviews.



5. Click Create New PDF.



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The following message displays:

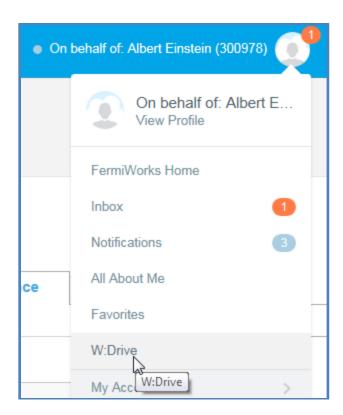
Print Document

A printable Review Document is being generated. When your file is ready for download, you will be able to access the document from the notification link next to your sign-in name or from the My Reports task.

6. Click Done.

View PDF File

- 1. Click your photo.
- 2. Click W: Drive.



3. Open the goal setting PDF and click the printer icon in Adobe to print the PDF file.